

# ARIZONA BINGO REVIEW



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## Positions and Duties

Have you ever wondered what the difference is between a Manager, or Proceeds Coordinator, or Supervisor, or an Assistant?

Simply stated, the Manager is the boss and makes the decisions involving personnel assignments, or dates and times of bingo occasions. You may have two Managers. The Manager is the person to contact with any questions you may have regarding the conduct of the bingo occasions.

The Proceeds Coordinator is responsible for insuring that all bingo money is spent in accordance with the law. You may have only **ONE Proceeds Coordinator** and this person **MUST** sign the financial report. For Class B and C licensees, the Proceeds Coordinator must be an officer of the organization.

Supervisors are those persons who are in charge of each individual occasion. At least one Supervisor must be present throughout each occasion. You may have as many Supervisors you want. There is a more detailed explanation of the Supervisor's responsibilities further on in this newsletter.

An Assistant is a person who works bingo, but is not a Manager, Proceeds Coordinator, or Supervisor. You may act as

an Assistant for as many licensees as you want.

All licensees must submit affidavits for Managers, Proceeds Coordinator, and Supervisors. Class B and C licensees must also submit affidavits for each Assistant. If any individual is assigned to more than one position, indicate it by checking all the appropriate blocks on the affidavit.

To be a Manager, Proceeds Coordinator or Supervisor for a Class B or C licensee, one must have been a member of the organization for at least two years. Assistants may work after belonging to the organization for at least 30 days.

Class A licenses do not have any membership requirements. This means any person may work your games and fill any position.

The bingo laws are not terribly restrictive regarding the duties performed by each position. If a manager wants to act as a caller, that's OK. If you want an Assistant to sell cards, that's OK too. Just remember that a Supervisor **MUST BE PRESENT** at each occasion and the Proceeds Coordinator **MUST SIGN THE FINANCIAL REPORT.**

# Annual Renewals Are Just Around the Corner

For the majority of our licensees, the annual renewal season is almost upon us. Here is what you need to do now.

1. Look at the expiration date on your license. You need to renew your license before it expires. If you don’t get your renewal form within one month of the expiration date, call us.
2. Look at the dates listed for proposed occasion cancellations. Are they correct? *(You MUST report if you close for the summer or winter months as part of your proposed occasion cancellation.)*
3. Check the names of the people listed on the license. Cross out those you want to delete. If you need to add workers, print their names on the renewal form and send in their affidavits. Until further notice, the affidavits MUST still be notarized.
4. Class A licensees do not need to send affidavits for assistants. However, any affidavits you send for manager, proceeds coordinator, or supervisor **MUST** be notarized.
5. Sign the form. **Please note that the renewal form does *not* have to be notarized.**
6. Please return all pages of the renewal. They are important.
7. Enclose a check to cover the licensing fee.
8. DON’T BE LATE!

# Special Bonus Game Program Changes

You can change your regular game program at any time without prior approval from us. However, if you have a Special Bonus Game as described in Rule § 15-7-202, you may only make changes to the game at the beginning of the quarter and after you have received written approval. You can cancel your Special Bonus Game at any time during the quarter, but only after you have received written approval from us. You cannot resume a canceled bonus game until the beginning of the next quarter and only after receiving written approval. **Your approval to conduct Special Bonus Games expires at the end of each licensing year. You must reapply each year for approval to conduct Special Bonus Games.**

# Annual Quality Service Surveys

By late-October, we will be sending all licensees a quality service rating form with their renewal application. The survey is for you to rate us on how well we provide our services. It’s your opportunity to rate our performance and let us know what we can do to improve the service we offer. Please take a moment to complete the form when you receive it and return it in the envelope provided. Your response will help us to identify areas where we can improve our service to you. *(At-a-boys or girls are also appreciated)*

# Questions and Answers

- Q.** “A club member wants to sell raffle tickets for his son’s school during bingo. Can he do this?”
- A.** Sorry, the answer is NO. A.R.S. 5-406 (X), says “NO PERSON shall conduct a lottery or raffle…” This does not mean the licensee. This means NO ONE. No part of a lottery or raffle may take place during your occasion, including the selling of tickets, selection of a winner, or awarding of the prize.
- Q.** “We would like to give money as an inducement to show our appreciation. Can we do this? Can we give them cash or do we have to write a check? How do I show this on the game verification sheet?”
- A.** Class A licensees can do whatever they want to show their appreciation for their players. Class B and C licensees must write a check. To report it in your nightly verification record, record the amount of money given away in Section D, part 1, Giveaway. This amount should not be recorded in any other place on the nightly verification record, nor should it affect any other numbers on the nightly verification record. ***Do not include this amount when determining your payout for the night.***
- Q.** “Can we restrict our games to non-smoking?”
- A.** Yes. This is one of those things not discussed in the bingo statutes. As a private group you can make your own rules governing matters like this. We normally refer to them as being your “house rules.” Other house rules might pertain to juveniles being on the premises, or the use of profanity. We suggest that any “house rule” you have be clearly posted and

equally enforced. Just because you open your door to the public for bingo does not mean you give up your rights. If a player is causing a problem, you can ask the person to leave. If that doesn’t work, you can call the police.

- Q.** “Can we play pick-your-own-numbers-bingo?”
- A.** No. Why not you ask? Because the bingo “card” is defined by a rule which says, “... bears numbers or symbols arranged in five parallel rows within each row containing five numbered or symbolized spaces with the exception of the center “free space.” The cards used in pick-your-own-numbers-bingo games are blank except for the free space. They don’t meet the definition of “card.” So it wouldn’t be bingo, just illegal gambling.
- Q.** “For the last game of the night, the players want to put money in a pot. If someone gets a bingo in 6 numbers they win the money in the pot along with the regular prize. If no one gets a bingo in 6 numbers, the money is kept until the next occasion and the number goes up to 7. Is this alright?”
- A.** No. As described, the players are offering an additional prize. Players are not licensed to conduct games of bingo and therefore cannot offer a prize. The licensee can offer an alternate prize for achieving bingo based upon the number of calls.

## Two examples:

1. Simply offer the additional prize if a player accomplished bingo based upon the number of calls. Paying the additional prize will come from your revenue.
  2. Charge the players a little extra to play this game, which would go into this pot. If a player accomplishes bingo within the numbered called, give them the prize. If not, keep the extra money until the next game; charge extra again, play the game, and so on.
- Q.** Why do we need to keep count of the number of cards sold at each occasion?
- A.** You need to know the number of cards sold so that you can insure that each player has paid for the number of cards they are playing, as well as to verify your gross receipts after each occasion.

# Bingo Supervisor's Responsibilities

We have discussed the responsibilities of all bingo worker positions in prior newsletters. However, just for those of you who are new, the supervisor's duties are as follows:

1. Verify that all equipment used to conduct bingo games is in sound working condition prior to commencement of each occasion. (R15-7-207.A)
2. In the presence of one or more players, verify that all bingo balls are present and that there are no numerical duplications. (R15-7-207.B)
3. Ensure that the nightly verification report is accurate and complete. (R15-7-225)
4. Be continuously present on the premises during the bingo game and until all associated activities have been completed. (ARS § 5-404.F)
5. Be primarily responsible for the conduct of bingo games on each occasion, including the supervision of all activities and the making of any report required by the licensing authority for the occasion. (ARS §5-401.29)
6. Upon request of a player, be present for a verification of the objects or balls drawn or remaining in the receptacle not yet drawn. (ARS § 5-406.U)
7. Sign each check prize if not signed by an officer of the organization. (ARS § 5-407.D)

# Quick Tips

All Class A licensees must file a financial report each year even if all their receipts were paid out as prizes and no taxes are due. Simply complete items 1 and 2 on the financial report, sign it and send it in. It's the law. If you have any questions, please call us. We will be happy to assist you. Remember; the **PROCEEDS COORDINATOR must sign the financial report.**